



City of Hermosa Beach
 1315 Valley Drive, Hermosa Beach, CA 90254
 310.318-0203 - Fax 310.372-6186
 Email: recordsrequest@hermosabch.org



Received By: cdrk
 Referred To: Fin. Cashier
 Date Referred: 1-14-19

Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Kevin Weigant</u>		Email: <u>Kevin@mastax.org</u>	
Address:		Phone: <u>559-277-5990</u>	
City:		Fax:	

Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

See attached.

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature _____

Date _____

For Departmental Use Only:

Action Requested:

☐ Review Only
☐ Copies Requested

Action Taken:

☐ Document Reviewed
☐ Copies Provided
☐ Refusal/Reason _____

By _____ Date _____
☐ Non-Existent Document
☐ Other (Please Explain) _____

For City Clerk's Use Only:

Date Requestor Notified _____ Notified By: _____ Date Picked Up or Mailed _____

Municipal Auditing Services LLC

January 7, 2019

City Clerk - FOIA Request
City of Hermosa Beach
1315 Valley Dr
Hermosa Beach, CA 90254

Greetings,

I, Kevin Weigant, acting as the President of Municipal Auditing Services LLC would like to make a FOIA data request.

Specifically, we would be interested in the following "public" facing data elements of the business entity registration file:

- Business License Number
- Business Name
- Owner First and Last Name (the first if there are multiples)
- Status (we are interested in the "active" at Dec 2018)
- Inside (we are interested in the "in city" license holders)
- Business Situs Address (complete street address and/or their components)
- Business Situs City, Situs State, Situs Zip
- Mail address (complete street address and/or their components)
- Mail City, Mail State, Mail Zip

We prefer an excel file, however we can also accept TEXT delimited. We prefer data transmission via the internet and suggest this email (kevin@mastax.org), or your preferred transfer site.

Municipal Auditing Services LLC is a Municipal Business Tax consulting firm serving California's Municipal Jurisdictions since 1999. We will use the above information in marketing our services to the City of Hermosa Beach, and for no other purpose. Once our proposal is submitted to the City of Hermosa Beach, the data will be deleted, with no copies retained.

I trust you will find our request and usage as a permitted disclosure. If you have any questions, please feel free to contact me. Again – my email works best.

Sincerely
Kevin Weigant
President / Director of Audit
Municipal Auditing Services LLC

P.O. Box 11866, Fresno CA 93775-1866
(P) 559-277-5990 (E) kevin@mastax.org

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